

City of Milpitas Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3240 • Fax: 408-586-3285

Commercial & Industrial Shell Only Submittal Requirements

Project Address: _____

Date: _____

In order to process and expedite your request for a Building Permit, please submit the applicable items listed below and include this Checklist in your submittal.

- ☐ Five (5) complete sets of drawings to include:
 - ☐ Architectural
 - ☐ Structural
 - ☐ Electrical
 - ☐ Mechanical
 - ☐ Plumbing
 - ☐ Site Plan (include lighting)
 - ☐ Landscaping
- ☐ 2 sets of Structural Calculations
- ☐ 2 copies of Soils Reports
- ☐ 2 sets T-24 Energy Calculations
- ☐ Planning Commission Conditions of Approval
- ☐ Water/Sewer Questionnaire

Notes:

1. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
3. Building permits may only be issued to Building Owner or a Licensed Contractor. A Building Owner, who acts as General, and hires non-licensed help to do the work, must provide Worker's Compensation insurance. Proof of insurance is required prior to permit issuance.
4. Prior to permit issuance, a Certificate of Compliance must be presented from the Milpitas Unified School District. For school fee information, call 408-945-2304.

Signature:

I have read the above information and have submitted all the required information.

Print Name: _____

Telephone Number: _____

Signature: _____

Date: _____